



DEPARTMENT: Community Development/Office of Housing and Community Development

NATURE OF WORK:

Performs program administration, provides housing counseling services, and supervises eligibility determinations for several Federal, State, and locally funded housing assistance programs including the Section 8 Housing Choice Voucher Program and various home improvement assistance programs. Performs responsibilities of housing counselor for homeless prevention programs.

Work is performed under the managerial direction of the Housing and Community Development Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Coordinates the waiting list maintenance, application process, eligibility determination, and recertification process for Section 8 Housing Choice Voucher Program in conformance with local Administration Plan and Federal regulations. Provides direction to Housing Specialist and Housing Assistants involved in assisting applicants, participants, and landlords with conformance with program requirements.

Carries an individual caseload of Section 8 participants as well as conducting quality control reviews of Section 8 participant files maintained by housing specialist including initial leaseings, participant moves, annual recertifications, and interim recertifications.

Coordinates housing quality inspection scheduling for Section 8 and various home improvement programs with the Housing Rehabilitation Specialist. Conducts housing quality inspections in certain circumstances and conducts sample reinspections as required by Section 8 and other program requirements.

Acts as program manager for various Federal and State funded home improvement programs. Prepares documentation as required to obtain or renew funding for home improvement programs. Prepares documentation as required to obtain approvals of individual loans and grants and to draw down loan and grant funds.

Interviews clients to determine housing needs and eligibility for various programs, obtains verifications of income, property ownership, etc., required for various housing assistance programs.

Reviews clients income and credit in order to determine ability to pay and type and amount of loan and grant assistance to be provided.

Informs clients and property owners of their rights and responsibilities as participants in housing assistance programs.

Prepares loan and grant packages for approval by County or State agency officials. Prepares and forwards necessary information for loan closing to the closing attorney as required.

Processes and monitors payments to contractors, attorneys, and others to ensure that appropriate and timely payments are made.

Utilizes housing counseling expertise to provide housing services to applicants applying for the Homeless Intervention Program (HIP).

Monitors the performance of clients, landlords, and contractors to assure that all actions prior to, during, and after the provision of loan, grant, or rental assistance are undertaken in conformance with Federal, State, and local requirements.

Coordinates with other agencies to obtain commitment of additional resources/services required in order for clients to qualify for housing assistance.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed in an office setting. Operates standard office equipment, including computer keyboard, telephone, fax machine, copier, and calculator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of Federal regulations and procedures required to effectively manage the waiting list eligibility determination, leasing, and recertification process of the complex and highly regulated Section 8 Choice Voucher and associated programs.

Considerable knowledge of Federal, State, and lender requirements related to home improvement loan and grant programs.

Skill in making mathematical computations and effectively utilizing a variety automated data management, reporting, and analysis programs.

Ability to establish effective working relationships with applicants, recipients, co-workers, other agencies, and the public.

Ability to interview people effectively.

Ability to work with confidential information.

Ability to gather facts and record them accurately.

Ability to express ideas clearly and concisely both orally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's degree with major work in housing counseling, business, real estate, or a related field, or any equivalent combination of education and experience providing the knowledge, skills, and abilities cited above.

Date: June 2003
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